

CLASS TITLE: DIRECTOR OF MEDICAL SERVICES (BHDDH)

Class Code: 02941400

Pay Grade: 64A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To provide overall direction of all the professional medical and geriatric medical services and related patient care and treatment services at the Eleanor Slater Hospital; to be responsible for coordinating the utilization of all available medical services and consultative staff services for patients of the hospital; to provide supervision of medical care provided by physician extender staff; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of the Chief Medical Officer of the Department of Behavioral Healthcare, Developmental Disabilities and Hospitals with latitude for exercising professional medical judgment; work is subject to review through supervision with the CMO, conferences and reports for conformance to policies and adherence to evidence-based medical practices and techniques.

SUPERVISION EXERCISED: Plans, organizes, directs and reviews the work of Physicians and physician extenders engaged in patient care and treatment.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To provide overall direction of all the professional medical and geriatric medical services and related patient care and treatment services at the Eleanor Slater Hospital.

To be responsible for coordinating the utilization of all available medical services and consultative staff services for patients of the hospital.

To provide supervision of medical care provided by physician and physician extender staff.

To provide general supervision to various professional medical services and/or clinics associated with BHDDH's programs including Eleanor Slater Hospital.

Plans and develops objectives and policies for the evaluation of patient care and treatment through ongoing assessment of clinical needs, clinical conferences and consultations with medical staff members.

Organizes and supervises the implementation of new or improved techniques for the diagnosis, treatment and care of patients with a wide variety of complex medical and geriatric problems.

To provide consultative service and advice as may be required in the care and treatment of the more complex, difficult and/or special cases in BHDDH clinical programs and/or the Eleanor Slater Hospital.

Coordinates the activities of the medical staff and ancillary services assuring adequate medical coverage of all patients in the Eleanor Slater Hospital and other BHDDH clinical programs.

Determines need for hiring of additional medical doctors and/or physician extenders and takes responsibility for assuring the posting of positions, evaluation and interview process, and hiring process in collaboration with the hospital CEO.

Implements and operates orientation and in-service/training programs for medical staff at Eleanor Slater Hospital and other BHDDH clinical programs.

Oversees the process of all medical staff evaluation, credentialing/recredentialing, and quality assurance activities.

Participates in preparation for Joint Commission inspections and inquiries to provide needed information and/or assist with problem solving. Participates in and Department of Health inquiries/inspections to help to provide information or to problem solve.

Participates in the development and implementation of community mental health programs and that are to include integrated primary care.

Participates in the training, as appropriate, of resident physicians, medical students or other trainees that are placed at Eleanor Slater Hospital or other BHDDH clinical programs as training sites.

Provides direct patient care as assigned.

Provides evaluation, assessment and recommendations as needed in addressing adverse incidents or other risk management issues that may occur in the hospital or other BHDDH clinical sites.

Participates in a leadership role in the review, revision of or creation of appropriate policies and procedures for the Eleanor Slater Hospital and BHDDH clinical programs.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques applied in the practice of internal medicine or family medicine; the ability to detect, analyze, evaluate and interpret symptoms of diseases and to prescribe and administer appropriate care and treatment; the ability to treat the most complex medical cases; the ability to establish and maintain standards of performance for staff members consistent with evidence-based hospital practices; the ability to evaluate the quality of the various services of the BHDDH clinical programs including the Eleanor Slater Hospital in terms of evidence-based patient care and treatment; the ability to plan, organize, coordinate and review the work of others; the ability to establish and maintain effective working relationships with superiors, professional and sub-professional staff members, patients and the general public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a medical school of recognized standing supplemented by advanced study in the field of Internal Medicine or Family Medicine; and

Experience: Such as may have been gained through: successful completion of an Accreditation Council for Graduate Medical Education (ACGME) approved residency in the field of Internal Medicine or Family Medicine and at least 3 years of related practice experience.

SPECIAL REQUIREMENTS: At the time of appointment, must meet established requirements of the Rhode Island Department of Health to practice medicine in Rhode Island, must hold an unrestricted license to practice medicine in Rhode Island, and must maintain these requirements as a condition of employment. At the time of appointment, must possess and maintain a DEA (Drug Enforcement Administration) registration and Rhode Island controlled substance registration. At the time of appointment, must be American Board of Internal Medicine or American Board of Family Medicine eligible or certified. If Board eligible when hired, must become Board certified within three-(3) years of employment. Once Board certified, must maintain competency through meeting ongoing maintenance of certification requirements for specialty or subspecialty as a condition of employment.

Class Created: December 24, 2017